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| **Standard Work:**  | **Record the Results of Employee’s PPD Skin Test** |
| **Who: Clinician** | Date Created: 9/18/2018 |
| Owner: Employee Health Dept. | Revision Date:2/13/2024 |

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| **#** | **Actions / Steps** | **Key Points** | **Reasons** |
|  | Log in to K-Health |  |  |
|  | Navigate to the Personnel Summary Page |  |  |
|  | Navigate to the Employee’s Personnel Details Page | Search by name using the Keyword Search box |  |
|  | On the start here section, select **>Tuberculosis** from the dropdown |  |  |
|  | Under the dropdown, Select **>Record Now +**  |  |  |
|  | Under the **>Record Status** dropdown select **>READ** | **Do not select “Final Result”** |  |
|  | Under the **>Status Details** dropdown select the correct test | Select 1st step, 2nd step or other.  |  |
|  | Complete the all fields  | All fields with an asterisk **\*** are required |  |
|  | Select **<Save>** at the bottom of the page | The **FINAL** result will be recorded after the 2nd Step reading and can only be done by the Employee Health Manager after review. |  |

References: (refers to the policy, procedure, form)